

22 December 1953

TO: Acting Deputy Director (Administration)  
FROM: Deputy Comptroller  
SUBJECT: Agency Housekeeping Services.

1. PROBLEM:

To improve the efficiency and economy of the operation of the Agency's administrative services by transfer of the functions of the General Services Office to appropriate existing organizational elements of the DA/A.

2. FACTS BEARING ON THE PROBLEM:

- a. The General Services Office has Agency-wide responsibility for the following services:

Printing and Reproduction  
Machine Records  
Records Management  
Mail and Courier

- b. The General Services Office is responsible, in the Washington Metropolitan Area, for the following additional services:

Space Assignment and Utilization  
Building Maintenance and Utilities

- c. Other Offices of the DA/A have functions similar or closely related to those performed by the General Services Office. For example:

- (1) Printing and Reproduction is the supply of printed materials and the furnishing of reproduction service. Supplies and services are also furnished by Logistics Office (Supply Division furnishes all types of office and other supplies and material, and the Transportation Division furnishes a service.)
- (2) Records Management involves the conduct of surveys to provide procedures covering the creation of records, methods

of filing or recording such records, and the orderly disposition of records. Methods and procedures work is a part of the recognized functions of the Management Improvement Staff.

- (3) The Real Estate and Construction Division, Logistics Office is presently responsible for "....acquisition, utilization, repair, maintenance, and utilities except for (certain)....functions of the General Services Office".

- d. The bulk of the work of the Machine Records Branch (estimated at 75 per cent) is performed for the Office of the Comptroller.

### 3. DISCUSSION:

Since the mere existence of an organizational element of office level carries with it a certain overhead expense, it follows that a considerable saving can be effected whenever it is found to be possible to eliminate such an element. At the same time, it must be realized that any saving resulting from the elimination of an office level element is largely lost if the office is merely transferred in toto to another office and reduced in rank to Division level. For this reason, the approach to the problem is based on an analysis of the individual functions now assigned to the General Services Office rather than on the basis of a single general services, or administrative services, function.

Attached as Annex A is an analysis of the functions of the General Services Office in order by the various elements of that Office indicating, a) the nature of the function, b) the organizational element to which it might appropriately be assigned, c) the number of positions provided for the function in General Services Office, d) the number of positions considered necessary to be transferred with the function, and e) the number of positions for which no transfer is proposed.

Those positions not proposed to be transferred represent the immediate savings to be realized through the abolition of the General Services Office. Annex B attached hereto lists these positions and the present incumbents. It is anticipated that further savings may be realized through later study of the activities transferred.

Particular attention is directed to the Records Management function of General Services Office. As indicated by Annex A, it is

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proposed to transfer to the Office of the Comptroller, Management Improvement Staff, the functions of the Records Management Section and of the Records Center Section. While only two sections are involved, the functions actually fall into three activities. These are a) surveys to determine procedures relating to records creation, b) an archival activity designed to provide for the orderly disposition of records committed to the Center, and c) the routine storage and servicing of inactive records in the Center. It is agreed by the Acting Management Officer and the Deputy Comptroller that items "b" and "c" above are not proper functions of the Management Improvement Staff, but instead are service functions properly allocable to the Logistics Office. However, a survey is required in order to determine the proper distribution of manpower for these activities and in order to provide time to accomplish this survey, it appears necessary to temporarily transfer the entire function to the Management Improvement Staff. It is expected that final distribution of these functions should be accomplished within three months from the date of transfer.

Attached as Annex C are charts indicating the placement of the transferred functions in the organizational structure of the Logistics Office and the Office of the Comptroller.

Attached as Annex D is a tabulation showing the occupied, in process, and vacant slots in the elements of the General Services Office.

4. CONCLUSIONS:

- a. A more economical operation can be secured by the elimination of the General Services Office.
- b. A more efficient operation will result from proper organizational grouping of functions. For example, Agency-wide supply and service operations such as reproduction, space, building maintenance, and mail to the Logistics Office; "O&M" type functions to the Management Improvement Staff; and, Machine Records to the major user of the service, the Office of the Comptroller.

5. RECOMMENDATIONS: It is recommended that:

- a. The General Services Office be abolished.
- b. The functions of the General Services Office be transferred to the organizational elements indicated by Annex A.

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- c. All positions and the incumbents thereof on the T/O of General Services Office be transferred to the organizational elements indicated by Annex A, except those positions listed on Annex B.
- d. The positions listed on Annex B be abolished and the incumbents made available for assignment elsewhere in the Agency.
- e. The ceiling allocated to General Services Office be distributed between the Logistics Office and the Office of the Comptroller as indicated by Annex E.

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Acting Management Officer

**ANNEXES:**

A, B, C, D, and E.

**ACTION BY THE APPROVING AUTHORITY:**

**APPROVED:**

**Date:**

L. K. WHITE  
Acting Deputy Director  
(Administration)

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